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Minimum Qualification Specifications
for the Class:

CORRECTIONS FAMILY COUNSELOR

Prerequisite Knowledge and Abilities Required:

Knowledge of: Social/emotional aspects of human behavior; common family relationship problems; methods and techniques of counseling; interviewing techniques; community resources and the services they provide; work planning and organization; and report writing.

Ability to: Develop and implement treatment plans to resolve social, behavioral, and emotional problems of individuals; conduct family counseling for individuals and groups; collect, evaluate and interpret facts, and make sound decisions; communicate effectively both orally and in writing; develop rapport with clients; and establish and maintain cooperative working relationships with others.

Basic Education/Experience Requirements:

Bachelor's degree from an accredited four (4) year college or university with a minimum of twelve (12) semester credit hours in a behavioral science.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree with the course work described above may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind and quality described in the statements below and in the amounts shown below, or any equivalent combination of training and experience.

Specialized Experience: One and one-half (1-1/2) years of progressively responsible professional work experience in the field of social work, individual and family counseling, or related experience which involved assisting individuals and their families resolve personal, social, employment and/or emotional problems.

This experience must have involved counseling or guidance in situations where individuals had moderately difficult to difficult problems of grasping or understanding the nature of their problems, choosing between various possible courses of action, adjusting to environmental conditions and/or acquiring or sustaining proper motivation.

Substitutions Allowed:

1. Possession of a master's degree or successful completion of 30 graduate semester credit hours from an accredited college or university with specialization in social work, counseling, psychology, or other related field, including at least 6 semester credit hours in family therapy and group therapy, may be substituted for one (1) year of the Specialized Experience.
2. Possession of a Ph.D. degree with specialization in the fields described above, from an accredited college or university, including at least 6 semester credit hours in family therapy and group therapy, may be substituted for all of the Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily; and the ability to speak in an audible and distinct manner before groups and individuals. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the Director.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

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This is the first minimum qualification specification for the new class CORRECTIONS FAMILY COUNSELOR.

DATE APPROVED: _____

JAMES H. TAKUSHI
Director of Human Resources Development